



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROTEST AND REVIEW SUPERVISOR

Job Number: 20001817

Job Code: 95720V000101

Job Group: 9500 - REVENUE

Job Established: 06/16/2005

Job Revised: 02/24/2006

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees and coordinates the activities involving the review and billing of complex field audits and the review and resolution of taxpayer protests; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

EDUCATION AND EXPERIENCE: Graduate of a college or university with a bachelor's degree in accounting supplemented by seven (7) years of experience in the examination, auditing, review or preparation of Kentucky state tax documents. OR Graduate of a college or university with a bachelor's degree that includes twenty (20) semester hours or thirty (30) quarter hours in accounting courses supplemented by seven (7) years of experience in the examination, auditing, review or preparation of Kentucky state tax documents. OR Certification as a Certified Public Accountant (C.P.A.) supplemented by seven (7) years of experience in the examination, auditing, review or preparation of Kentucky state tax documents. OR Graduate of an accredited school of law. In addition must have twelve (12) semester or eighteen (18) quarter hours in accounting courses at either the undergraduate or graduate level supplemented by three (3) years of experience in the examination, auditing, review or preparation of Kentucky state tax documents.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns and supervises the work of employees in the Division of Protest Resolution. Answers technical inquiries from agency staff and from taxpayers or their representatives concerning the interpretation and application of tax laws, regulations, policies and procedures. Reviews draft final rulings stating the agency's position on protested determinations. Attends conferences with taxpayers and/or their representatives concerning protests filed by taxpayers. Testifies before Board of Tax Appeals in tax cases. Assists agency personnel in the technical aspects of tax cases. Assists in drafting tax regulations and in the development of tax policy. Reviews work of employees and provides training as necessary. Prepares periodic agency reports as required.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are generally performed in an office setting with some physical effort required. Requires overnight travel both in and out of state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.